

Guardian has a job opening for an In-House Guardian position who will be responsible for performing and managing a number of clerical and administrative tasks necessary to serve guardian staff, clients and community partners. Some of these tasks include work with Medicaid and Medicare, providing "permission to treat", completing court documents and attending court hearings. This person will be responsible for ensuring that there is a response to client and community needs during work hours and assigned on-call rotations. A strong candidate will also be familiar with community resources in order to best assist with common client challenges. Other Requirements include: Associates Degree, experience with person with disabilities, computer proficiency

Send resume & cover letter to Jennifer Warnos at [jwarnos@yourguardian.org](mailto:jwarnos@yourguardian.org) or fax 269-966-2485 or mail to 18 W Michigan Ave #300, Battle Creek MI 49017

Call with questions to 269-788-1680